

***Initial CTE Teacher Certification***  
(New rule as of 5/14/2014)

## CTE Instructor Initial Certification

### **Step One:**

Contact the Certification Department at 624-6603 or visit the website at <http://www.maine.gov/doe/cert/initial/application/index.html>

Complete and submit a certification application (Form EFC-300-I) for applicable CTE endorsement. **A \$100 fee must accompany this application.** Make check payable to Treasurer State of Maine or complete credit card information on the application. [Attachment 1] The Certification Office will let you know if you are eligible for a certificate.

Conditional Affidavit (Form EF-C-310) from the Superintendent of Schools for those hired under that endorsement is generally submitted by the hiring school after eligibility is determined. [Attachment 2]

Those endorsement areas with an \* must also submit an appropriate Maine license.

KEEP COPIES OF EVERYTHING SENT TO CERTIFICATION FOR YOUR OWN RECORDS. OFFICIAL TRANSCRIPTS AND COPIES OF LICENSES WILL NOT BE RETURNED.

### **Step Two:**

Register for fingerprinting at: <http://www.identogo.com/> **(\$55 fee)**

### **Step Three:**

Conditional Certification is issued for the first year of employment and is renewed if the requirements on the following page are met each year.

**First School Year:**

1. Successful completion of Required Course: “Teaching the Exceptional Student in the Regular Classroom”
2. Successful completion of CTE Orientation course

**NOTE for 1 and 2 above:** Lists of known and approved courses/programs are located at <http://www.maine.gov/doe/cert/initial/exceptionalitycourses.html> and in Attachment 3. Others will be considered with prior approval from the MDOE Certification Office.

3. Take and pass Praxis I: Pre-Professional Skills Test (PPST)\* (accepted until 9/1/15) **OR** Take and pass Praxis I: Core Academic Skills for Educators Test (CORE)\*

**Second School Year:****Option One**

Provide an industry related License **OR** pass an industry related exam which has been pre-approved by the MDOE Certification Office **AND** successfully complete any two of the required courses:

- Curriculum and Instruction
- Educational Assessment
- CTE Shop Safety and Classroom Management
- Literacy in CTE

**Option Two**

Take and Pass PLT: Test #5624\* (accepted until 9/1/15)

**Third School Year:**

(All requirements must be completed by the end of this final year)

**Option One**

Provide an industry related License **OR** pass an industry related exam which has been pre-approved by the MDOE Certification Office **AND** successfully complete the required courses:

- Curriculum and Instruction
- Educational Assessment
- CTE Shop Safety and Classroom Management
- Literacy in CTE

**Option Two**

Take and Pass PLT: Test #5624\* (accepted until 9/1/15)

\*Contact Educational Testing Service - <https://www.ets.org/praxis/me/requirements/> for more information about these tests and testing site locations

## 13.4 QUALIFYING EXAMINATIONS FOR TEACHING CERTIFICATES NOT REQUIRING A BACHELOR'S DEGREE

### 4.1 Examination Components

For applicants for initial teacher certificates not requiring a bachelor's degree, the validated examinations are the Core Academic Skills for Educators, PRAXIS II, and Principles of Learning and Teaching. The Core Academic Skills for Educators has three major components which test the applicant in three basic skill areas: reading, writing, and mathematics.

### 4.2 Examination Sequence

The Educational Testing Service schedules the Core Academic Skills for Educators, PRAXIS II and Principles of Learning and Teaching at sites across Maine and the nation. The applicant registers for the examinations directly with the Educational Testing Service.

- A. An applicant may take the three major components of the Core Academic Skills for Educators at separate times.
- B. To meet the requirements, an applicant who fails to meet the qualifying scores for any component of the Core Academic Skills for Educators or PRAXIS II or the Principles of Learning and Teaching may retake the exam at scheduled examination sessions as often as allowed by the vendor's retake policies.

### 4.3 Qualifying Scores

Applicants for initial teacher certification not requiring a bachelor's degree must achieve the qualifying score on the qualifying examinations as set forth below.

- A. The qualifying scores on the **Core Academic Skills for Educators** \* for individuals not requiring a bachelor's degree are as follows:

Subject	Scale Scores
Reading Test #5712	153
Writing Test #5722	156
Mathematics Test #5732	147

Applicants for initial teacher certification must achieve a composite score of 456 on the three sections of the Core Academic Skills for Educators, with no single score on any section being more than three points lower than the required score above.

\*Applicants for certificates not requiring bachelor's degrees may use passing scores on either the Pre-Professional Skills Test/PPST or the Core Academic Skills for Educators until 8-31-18. As of 9-1-18, all applicants must meet passing scores on the Core Academic Skills for Educators exams.

- B. The qualifying score on PRAXIS II content area exam for all Career and Technical Education endorsements is as follows:

Endorsement Certificate	Grade Level	PRAXIS II Test Code	PRAXIS II	Minimum Score
All Career & Technical Education	9-12	0890	Vocational: GK	540

- C. Applicants for initial teacher certification with a Career and Technical Education (9-12) endorsement must take the Principles of Learning and Teaching (7 - 12) examination.

The qualifying score on Principles of Learning and Teaching is as follows:

Endorsement or Certificate Grade Level	Principles of Learning & Teaching Test Code	Minimum Score
9-12	0624 **	157 **

\*\* Applicants for Career and Technical Education certificates requiring the Principles of Learning and Teaching (PLT) PRAXIS exam for may meet a passing score on either PLT Test Code 0524 or PLT Test Code 0624 until 8-31-16. As of 9-1-16, all applicants must meet a passing score on test 0624. **As of 9-1-15 the PLT exam will not be required for CTE endorsements.**

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## SECTION 3: TEACHERS AND EDUCATIONAL SPECIALISTS: CAREER AND TECHNICAL EDUCATION CERTIFICATES AND ENDORSEMENTS

### 3.1 Endorsement: Secondary Career and Technical Education Teacher

- A. **Function:** This endorsement on a teacher certificate allows the holder to teach career and technical subjects, grades 9 through 12 at career and technical centers, at career and technical regions, or at a career and technical satellite program in one or more of the available Maine career and technical endorsement areas listed:

879 Agricultural Mechanics	840 Graphic Print Commercial
870 Agricultural Production	843 Heat Air Conditioning & Refrigeration*
895 Allied Health *	897 Home Health Aide
851 Architectural Drafting	872 Horticulture General
805 Automotive Mechanics	849 Law Enforcement
808 Automotive Body Repair	830 Machine Tool Operator/Shop
816 Brick Block Stone Mason	811 Marine Maintenance
838 Building Maintenance	880 Marketing & Distribution
898 Business Administrator Management	833 Metal Fabrication
810 Carpentry	896 Nursing Assistant *
893 Child Care Guidance	874 Parks & Recreation
860 Coop Industrial Training	847 Plumbing *
885 Commercial Art	831 Precision Metal General
861 Commercial Fishing	837 Precision Metal Other
824 Computer Console Operator	873 Renewable Natural Resources
823 Computer Information Services	862 Sailors & Deck Hands
809 Diesel Engine Mechanic	835 Sheet Metal
852 Drafting General	813 Small Engine Repair
825 Electrical Electronics	806 Truck/Bus Driving *
820 Electrician *	807 Vehicle Equipment Operator
803 Firefighter/EMT	899 Ward Clerk
891 Food Production Management	836 Weld/Blaze/Solder
871 Forestry Product/Procedures	925 Fine Arts – Music/Theater/Dance
	926 Fine Arts – Visual Arts

\* Requires appropriate Maine licenses.

Additional endorsements shall be added to this list without further rule-making proceedings as new trade areas are added to the Classification of Instructional Programs promulgated by the National Center for Education Statistics in the Office of Educational Research and Improvement in the U.S. Department of Education.

- B. Eligibility: Applicants shall meet eligibility requirements specified in Part I. In addition, eligibility for this endorsement shall be established by one of five pathways. Individuals who are not eligible through any of these pathways may be eligible for a conditional certificate, in accordance with Section 3.1.B.7, below, and Part I Section 5.4 of this rule.

**1. Requirements for all Pathways:**

- (a) Where applicable, hold a valid Maine certificate or license as required by State law or rule to practice the craft or trade to be taught; and
- (b) Hold an industry recognized credential or have passed an industry-related assessment in the endorsement area for which a license or credential is not available; and
- (c) For each endorsement, have completed a minimum of one year of paid applied employment or teaching in the endorsement area during the five years preceding the initial application; and
- (d) Complete an approved course for “Teaching Exceptional Students in the Regular Classroom” during the first year of the conditional certificate; and
- (e) Met the cut score on the Basic Skills Test in reading, writing, and mathematics,(Praxis I) in accordance with Maine Department of Education Regulation 13; and
- (f) Provide demonstration of pedagogical knowledge and skills at the secondary Career and Technical Education level through one of the following:
  - (1) Pass a pedagogical knowledge and skills assessment (PLT Exam) within the first full year of employment in accordance with Maine Department of Education Regulation 13\*

**OR**

- (2) During the three conditional certificates, complete a sequence of four approved pedagogical courses from an accredited institution. The courses will cover:
  - Curriculum and Instruction,**
  - Assessment,**
  - CTE Shop Safety and Classroom/Lab Management, and**
  - Literacy in CTE**

\*Applicants issued a certificate in any CTE endorsement area must meet the course requirements outlined in section f.2 above **beginning September 1, 2015**. All applicants who have continuously held a conditional certificate initially issued prior to August 31, 2015 may meet the requirement outlined in section f above through either f.1 (PLT Exam) or f.2 (CTE Coursework). **(You need to let the Certification office know upon renewal if you would like to switch over to new rule)**

- (g) Completed within the first year of teaching an approved “CTE orientation” program
- (h) Satisfied one of the following five routes by documenting that one of the following combinations of learning, paid applied employment, or teaching in the endorsement area has been completed.

2. Endorsement Eligibility Pathway 1 **(in addition to the above requirements for all pathways)**
  - (a) Have earned a bachelor's degree from an accredited institution, in accordance with Part I Section 4.4 of this rule, with a minimum of 24 semester hours **specifically applicable to the endorsement area**; *and*
  - (b) Have completed a minimum of 24 months (4,000 hours) of paid applied employment or teaching in the endorsement area being sought.
3. Endorsement Eligibility Pathway 2 **(in addition to the above requirements for all pathways)**
  - (a) Have completed an apprenticeship registered with either the Maine State Apprenticeship and Training Council, a similar agency within this State or from another State, or the Federal Bureau of Apprenticeship and Training; *and*
  - (b) Have completed a minimum of 36 months (6,000 hours) of paid applied employment or teaching in the endorsement area being sought.
4. Endorsement Eligibility Pathway 3 **(in addition to the above requirements for all pathways)**
  - (a) Have completed a two-year degree or certificate in the endorsement area from a technical institution accredited in accordance with Part I Section 4.4 of this rule or an institution accredited by the National Association of Career and Technical Schools; *and*
  - (b) Have completed a minimum of 36 months (6,000 hours) of paid applied employment or teaching in the endorsement area being sought.
5. Endorsement Eligibility Pathway 4 **(in addition to the above requirements for all pathways)**
  - (a) Have earned a high school diploma or GED;
  - (b) Have completed a minimum of 24 semester hours directly related to the endorsement area from an accredited college or university, in accordance with Part I Section 4.4 of this rule. Courses offered by industry or the armed forces may be evaluated by the Commissioner for appropriate crediting under this subparagraph; *and*
  - (c) Have completed a minimum of 48 months (8,000 hours) of paid applied employment or teaching in the endorsement area being sought.
6. Endorsement Eligibility Pathway 5 **(in addition to the above requirements for all pathways)**
  - (a) Have earned a high school diploma or GED;
  - (b) Have completed a minimum of 36 months (6,000 hours) of paid experience learning the trade or craft for which the endorsement is sought; *and*



- (c) Have completed a minimum of an additional 36 months (6,000 hours) of paid applied employment or teaching in the endorsement area being sought.

7. Conditional Certificate for this Endorsement

An applicant who satisfies the requirements set forth in Sections 3.1.B.2, 3.1.B.3, 3.1.B.4, 3.1.B.5, or 3.1.B.6, above, may obtain a conditional certificate while working toward the requirements of Section 3.1.B.1, above.

**The 860 and 865 (below) have not been affected by the rule changes from 5/14/14.**

**3.2 Endorsement 860: Cooperative Education Coordinator**

- A. Function: This endorsement on a teacher certificate allows the holder to teach or coordinate career and technical cooperative education, grades 9 through 12, at career and technical centers, career and technical regions, or career and technical satellites.
- B. Eligibility: Applicants shall meet eligibility requirements specified in Part I. In addition, eligibility for this endorsement shall be established by a combination of education, paid work experience, and teaching in one of three pathways. Individuals who are not eligible through any of these pathways may be eligible for a conditional certificate, in accordance with Section 3.2.B.4, below, and Part I Section 5.4 of this rule.

1. Endorsement Eligibility Pathway 1

- (a) Have earned a bachelor's degree from an accredited college or university, in accordance with Part I Section 4.4 of this rule;
- (b) Have completed a minimum of 24 months (4,000 hours) of paid work experience or teaching in a career and technical endorsement area, of which:
  - i. A minimum of 12 months shall have been at a supervisory level, and
  - ii. A minimum of 12 months shall have been during the five years preceding initial application for this endorsement;
- (c) Have completed an approved course for "Teaching Exceptional Students in the Regular Classroom";
- (d) Have passed content area assessment, in accordance with Me. Dept. of Ed. Reg. 013;
- (e) Have passed Basic Skills Test in reading, writing, and mathematics, in accordance with Me. Dept. of Ed. Reg. 013; and
- (f) Have passed pedagogical knowledge and skills assessment at the appropriate grade level, in accordance with Me. Dept. of Ed. Reg. 013, or have successfully completed an approved alternative professional studies program.

2. Endorsement Eligibility Pathway 2

- (a) Have earned an associate's degree from an accredited college or university, in accordance with Part I Section 4.4 of this rule;

- (b) Have completed a minimum of 36 months (6,000 hours) of paid work experience or teaching in a career and technical endorsement area, of which:
    - i. A minimum of 12 months shall have been at a supervisory level, and
    - ii. A minimum of 12 months shall have been during the five years preceding initial application for this endorsement;
  - (c) Have completed an approved course for “Teaching Exceptional Students in the Regular Classroom”;
  - (d) Have passed content area assessment, in accordance with Me. Dept. of Ed. Reg. 013;
  - (e) Have passed Basic Skills Test in reading, writing, and mathematics, in accordance with Me. Dept. of Ed. Reg. 013; and
  - (f) Have passed pedagogical knowledge and skills assessment at the appropriate grade level, in accordance with Me. Dept. of Ed. Reg. 013, or have successfully completed an approved alternative professional studies program.
3. Endorsement Eligibility Pathway 3
- (a) Have earned a high school diploma or G.E.D.;
  - (b) Have completed a minimum of 72 months (12,000 hours) of paid work experience or teaching in a career and technical endorsement area, of which:
    - i. A minimum of 24 months shall have been at a supervisory level, and
    - ii. A minimum of 12 months shall have been during the five years preceding initial application for this endorsement;
  - (c) Have completed an approved course for “Teaching Exceptional Students in the Regular Classroom”;
  - (d) Have passed content area assessment, in accordance with Me. Dept. of Ed. Reg. 013;
  - (e) Have passed Basic Skills Test in reading, writing, and mathematics, in accordance with Me. Dept. of Ed. Reg. 013; and
  - (f) Have passed pedagogical knowledge and skills assessment at the appropriate grade level, in accordance with Me. Dept. of Ed. Reg. 013, or have successfully completed an approved alternative professional studies program.

#### 4. Conditional Certificate for this Endorsement

An applicant who satisfies the requirements set forth in Section 3.2.B.1 (a) and (b), Section 3.2.B.2 (a) and (b), or Section 3.2.B.3 (a) and (b), above, may obtain a conditional teaching certificate in this endorsement area.

### **3.3 Endorsement 865: Secondary Career and Technical Teacher of Students with Disabilities**

- A. Function: This endorsement on a teacher certificate allows the holder to teach secondary career and technical special needs programs in grade 9 through grade 12 at secondary career and technical regions, career and technical centers, or career and technical satellites in the occupational clusters, such as: Hospitality Occupations; Mechanical Repair Occupations; Building Maintenance Occupations; Grounds Maintenance Occupations; or Retail Sales Occupations.
- B. Eligibility: Applicants shall meet eligibility requirements specified in Part I. In addition, eligibility for this endorsement shall be established by the following pathway. Individuals who are not eligible through this pathway may be eligible for a conditional certificate, in accordance with Section 3.3.B.2, below, and Part I Section 5.4 of this rule.
  - 1. Endorsement Eligibility Pathway
    - (a) Have earned a high school diploma or GED;
    - (b) Have completed a learning experience that constitutes any combination of a minimum of 18 months of paid applied employment in a position that requires application in the endorsement as its primary areas, or teaching experience in special education or employment as an educational technician III in special education;
    - (c) Have completed a minimum of 24 semester hours in special education from an accredited college or university, in accordance with Part I Section 4.4 of this rule;
    - (d) Have passed content area assessment, in accordance with Me. Dept. of Ed. Reg. 013;
    - (e) Have passed Basic Skills Test in reading, writing, and mathematics, in accordance with Me. Dept. of Ed. Reg. 013; and
    - (f) Have passed pedagogical knowledge and skills assessment at the appropriate grade level, in accordance with Me. Dept. of Ed. Reg. 013, or have successfully completed an approved alternative professional studies program.
  - 2. Conditional Certificate for this Endorsement
    - (a) Have earned a high school diploma or GED;
    - (b) Have completed a learning experience that constitutes any combination of a minimum of 18 months of paid applied employment in a position that requires application in the endorsement as its primary areas, or teaching experience in special education or employment as an educational technician III in special education; and
    - (c) Have completed a minimum of nine semester hours in special education from an accredited college or university, in accordance with Part I Section 4.4 of this rule.

# **Attachments 1, 2 and 3**

**MAINE DEPARTMENT OF EDUCATION  
APPLICATION FOR INITIAL CERTIFICATION**

NAME (First, MI, Last, and optional suffix such as Jr., III)		Social Security Number		Other name(s) under which Your records are filed		DATE	
Mailing Address			EMAIL Address		City or Town		State
Home Phone		Sex ____ Male ____ Female		Date of Birth ____ / ____ / ____ mo. day yr.		RETURN TO: DEPARTMENT OF EDUCATION CERTIFICATION OFFICE 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023	

**Certification Request(s)** Use separate lines for different codes or levels  
(See page 2 for codes and levels)

**Educational Achievement – Degrees only**

CODE	GRADE LEVEL
1. _____	_____
2. _____	_____
3. _____	_____

	Year Completed	Campus Code (See pg 2)	State	Inst. Type (See Pg 2)
Bachelor				
Master				
C.A.S.				
Doctorate				

List most recent teacher/educational specialist/administrator experiences:

Dates	Location (including state)	Type of Position	Grade Levels
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____

**THE FOLLOWING QUESTIONS MUST BE ANSWERED:**

- |  |                    |
|--|--------------------|
| 1. Have you ever been convicted of ANY crime?  | YES _____ NO _____ |
| 2. Have you ever had any occupational or professional license or credential suspended or revoked in any state, or voluntarily surrendered an occupational or professional license or credential? | YES _____ NO _____ |
| 3. Have you ever resigned following allegations of physical or sexual abuse?   | YES _____ NO _____ |

If the answer is yes to any of the above, please attach a detailed explanation with required court documents. (See enclosed instructions.)

I authorize the Dept. of Education to charge the applicable fees for this application:

M/C \_\_\_\_ VISA \_\_\_\_ EXPIRATION DATE \_\_\_\_\_ CREDIT CARD NUMBER \_\_\_\_\_

I hereby declare or affirm under penalty in the law for unsworn falsification that this application, and any supporting documentation provided in support of this application, contains no willful misrepresentations or falsifications and that the information given by me is true, accurate, and complete to the best of my knowledge and belief, and so far as based on information and belief, I believe the information to be true. I understand that my answers may be verified and that I may be declared ineligible for certification and subject to civil or criminal penalties if there are any misrepresentations.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

DEPT. USE ONLY	T A E												
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**MAINE DEPARTMENT OF EDUCATION**  
**APPLICATION FOR INITIAL CERTIFICATION**

**Campus Codes**

01 Bates	09 Thomas
02 Bowdoin	31 UMA
03 Colby	32 UMF
04 Husson	33 UMFK
05 Nason	34 UMM
06 Ricker	35 UMO
07 St. Joseph	36 USM
08 UNE	37 UMPI

**Institution Type Codes**

PC	Public College or University
YC	Private College or University
PX	Other Public Institution
YX	Other Private Institution

**CERTIFICATE AND SUBJECT ENDORSEMENT CODES AND LEVELS****Administrator Certificates**

010	Superintendent of Schools
015	Asst. Superintendent.
030	Administrator of Special Ed.
035	Asst. Administrator of Special Ed.
040	Building Administrator
045	Asst. Building Administrator
057	Teaching Principal
066	Dir. Adult & Community Ed.
068	Asst. Dir. Adult & Community Ed.
078	Curriculum Coordinator/Supervisor

**Educational Specialist Certificates (K-12)**

071	Library/Media Specialist
075	Guidance Counselor
079	Special Ed. Consultant
092	Literacy Specialist
093	School Psychologist (B-12)
094	Vocational Ed. Evaluator (9-12)
215	Athletic Director
293	Speech & Hearing Clinician (B-12)
524	School Nurse

**Teacher Endorsements**

020	General Elementary (K-8)
029	Early Elementary (K-3)
081	Early Childhood (0-5)
100	English/Language Arts (7-12)
200	Social Studies (7-12)
282	Teacher - Disabled Students (0-age 5)
282	Teacher - Disabled Students (K-8)
282	Teacher - Disabled Students (7-12)
286	Teacher - Severe Impaired (K-12)
291	Blind/Visual Impaired (K-12)
292	Deaf/Hearing Impaired (K-12)
300	Mathematics (7-12)
350	Science - Physical (7-12)
395	Science - Life (7-12)
410	Latin (K-12)
420	French (K-12)
430	German (K-12)
440	Spanish (K-12)
450	Russian (K-12)
454	Hebrew (K-12)
456	Arabic (K-12)
460	Italian (K-12)
470	Chinese (K-12)

480	Japanese (K-12)
488	Native Language (K-12)
510	Physical Education (K-12)
515	Adapted Physical Ed. (K-12)
517	Dance (K-12)
520	Health (K-12)
530	Driver Education (9-12)
614	Music (K-12)
620	Visual Arts (K-12)
625	Theater (K-12)
640	Business Education (K-12)
660	English - Second Language (K-12)
670	Family & Consumer Science (K-12)
680	Computer Technology (K-12)
690	Gifted & Talented (K-12)
700	Industrial Arts/Technology (K-12)

**Middle Level (5-8) Endorsements**

100,200,300,340	(Science)
410,420,430, 440, 450, 460, 470, 480	

**Adult Education Endorsements (12+)**

100,200,300,350,395	
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**Career and Technical Endorsements (9-12)**

642	Secretarial
644	Office Clerk General
646	Inst. Home Management Supp.
803	Firefighter/EMT
805	Automotive Mechanics
806	Truck-Bus Driving
807	Vehicle Equip. Operator
808	Automotive Body Repair
809	Diesel Engine Mechanic
810	Carpentry
811	Marine Maintenance
813	Small Engine Repair
816	Brick Block Stone Mason
820	Electrician
823	Computer Info. Services
824	Computer Console Operator
825	Electrical-Electronic
827	Micro-Computer Services

829	Hydraulics
830	Machine Tool Operator/Shop
831	Precision Metal Gen.
833	Metal Fabrication
835	Sheet Metal
836	Weld/Blaze/Solder
837	Precision Metal Other
838	Building Maintenance
840	Graphic Print Comm.
843	Heat/Air Cond. Refrig.
847	Plumbing
848	Barbering
849	Law Enforcement
851	Architectural Drafting
852	Drafting General
853	Blue Print Reading
860	Co-op Indust. Training
861	Commercial Fishing
862	Sailors and Deck Hands
865	Vocational Special Needs
870	Agricultural Prod. General
871	Forestry Prod. & Proc.
872	Horticulture General
873	Renewable Natural Resources
874	Parks & Recreation
879	Agriculture Mechanics General
880	Marketing & Distribution
881	Hospitality
882	Media Production
885	Commercial Art
889	Institutional/Home Management
891	Food Production Management
893	Child Care Guidance
895	Allied Health
896	Nursing Assistant
897	Home Health Aid
898	Business Administration & Management
899	Ward Clerk
925	Fine Arts - Music/Theater/Dance
926	Fine Arts - Visual Arts

# Maine Department of Education

## AFFIDAVIT of EMPLOYMENT

This is to certify that \_\_\_\_\_  
(name) (Social Security #)  
of \_\_\_\_\_ will be  
(Maine address)  
employed by the town/city of \_\_\_\_\_, as a teacher in the following  
capacity: \_\_\_\_\_ on the staff of the  
(endorsement area/grade level)  
\_\_\_\_\_ School. Service will begin on \_\_\_\_\_.  
(month/day/year)

I therefore recommend that an appropriate certification be granted by the State Department of Education to the above named person, whom I believe to be eligible for a certificate under the regulations governing the issuance of a credential. I understand that the above named person will be granted either a transitional endorsement, a conditional certificate or a targeted need certificate, whichever is most appropriate. I am prepared to see that suitable supervision is provided, and the appropriate reports are filed with the Certification Office, Department of Education.

\_\_\_\_\_  
(Date) (Superintendent-signature)

\_\_\_\_\_  
(School Unit) (Superintendent-printed)

\_\_\_\_\_  
(Address) (Telephone # & Ext.)

PLEASE RETURN THIS FORM WITH AN APPLICATION AND TRANSCRIPTS TO:

**Department of Education  
Certification Office  
23 State House Station  
Augusta, ME 04333-0023**

## Available CTE Courses

NOTE: This is a list of known and approved courses/programs. Others will be considered with prior approval from the MDOE Certification office.

**Eastern Maine Community College: (207) 974-4600**

<http://www.emcc.edu/academics/programs-of-study/education-career-tech-ed-pathway/>  
<http://www.emcc.edu/wp-content/uploads/2013/08/Education-CTE-concentration-20131.pdf>

EMCC code	EMCC title	Certification requirement
EDB 101	Introduction to Career/Tech Education (aka Bootcamp)	approved “CTE orientation” program
ECE 216	Survey of Exceptionality	“Teaching Exceptional Students in Regular Classroom”
EDB 204	The Teaching Process	“Curriculum and Instruction”
EDB 212	Assessment for CTE Students	“Assessment”
EDB 112	Classroom/Lab Management and Safety	“CTE Shop Safety and Classroom/Lab Management”
EDB 117	Working with Students in Language and Literacy	“Literacy in CTE”

*NOTE: The other optional courses/programs listed below will require prior approval from the MDOE Certification office.*

**Husson University: (may only be open to students enrolled in their degree programs) (207) 941-7000**

<http://www.husson.edu/content/1562/curriculum/bachelor-of-science-in-educational-studies-concentration-in-career-and-technical-education>

ED 380	Curriculum-Based Instruction for the CTE Classroom and Shop
ED 382	Introduction to CTE Classroom Teaching
ED 411	CTE Assessment I
ED 352	Emerging Trends in Career and Technical Education
ED 318	Teaching Students with Special Needs
ED 318	Special Education for the CTE Classroom and Shop (past course?)

**University of New England: (207) 283-0171 (Graduate-Master’s Degree Program)**

<http://www.une.edu/registrar/catalog/1213/graduate/majorcte.cfm>

MSEd with a concentration in Career & Technical Education:

The Career & Technical Education (CTE) concentration is designed for practicing CTE instructors who wish to enhance their CTE knowledge and skills. The focus of the program is on improving instructional and curricular competencies as well as the development of leadership skills. Participants will develop the capability to make use of research findings relevant to the CTE classroom. The program provides an opportunity for CTE instructors to establish collaborative relationships with colleagues from across the nation and world.



**Possible Online Out-of-State Options**  
**(with prior approval from the MDOE Certification Office:**

University of Central Missouri

<http://www.ucmo.edu/cte/>

Northern Arizona University

<https://nau.edu/COE/Ed-Specialties/Degrees-Programs/Career-Tech-Ed/>

University of Idaho

<http://www.uiweb.uidaho.edu/schedule/catalog/2012/career-and-technical-education-courses.htm>

Central Connecticut State University:

[https://ssb.ccsu.edu/pls/ssb\\_cPROD/byskcsob.P\\_GetCrse](https://ssb.ccsu.edu/pls/ssb_cPROD/byskcsob.P_GetCrse)

Colorado State University:

<http://soe.chhs.colostate.edu/students/ce/ctcc.aspx><http://www.fitchburgstate.edu/acad>

Fitchburg State University (Massachusetts):

<http://www.fitchburgstate.edu/academics/undergraduate-evening-programs/vocational-technical-teacher-approval-program/>

NHTI (New Hampshire):

<https://www.nhti.edu/academics/programs-study/education-programs/career-and-technical-education-alternative-certification>

University of Northern Iowa:

<https://www.uni.edu/continuing/distance/career-tech>

University of Central Florida:

<http://programs.online.ucf.edu/current/ugrad/technical-education-and-industry-training-bs/>

Vermont Technical College:

<https://www.vtc.edu/teacher-prep>

Western New Mexico University:

<http://www.wnmu.edu/VirtualCampus/programs/ctte-pec.shtml>

White Mountains Community College (New Hampshire):

<http://www.wmcc.edu/academics/certificate-programs/career-and-technical-education-certificate>